



Reconcile the credit card statement

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[Finance > Maintenance > Credit Card > Reconciliation](#)

After all credit card transactions are entered, reconcile the credit card statement to the credit card transactions.

The screenshot displays the 'Reconciliation' interface for credit cards. At the top, there are navigation tabs for 'POSTING - PA', 'POSTING - PO', and 'RECONCILIATION'. Below this, the 'Retrieval Options' section includes fields for 'Vendor' (set to '01921 - CITIBANK / CITIBANK'), 'Credit Card Code', 'Acct Period' (set to 'All YTD + Current + Next'), and 'Include Previous File ID'. 'Retrieve' and 'Print' buttons are present.

Two tables are shown: 'Credit Card Returns/Payments' and 'Credit Card Charges'. Both tables have a 'Recon' checkbox column. In the 'Returns/Payments' table, the first two rows are checked. In the 'Charges' table, the first seven rows are checked.

At the bottom, there are buttons for 'Save as Pending', 'Reconcile', and 'Comments'. To the right, a 'Credit Card Statement' summary table shows: Previous Balance: 0.00, Cleared Returns: 5,097.60, Cleared Charges: -14,372.17, Cleared Check Payments: 12,854.36, and Statement Balance: 14,372.17. A 'Check Amount' field shows 9,274.57. A 'System' summary table on the far right shows: System Balance: -8,773.62, Outstanding Returns: +86.03, Outstanding Charges: +0.00, Outstanding Check Payments: +58,647.61, Statement Balance: +14,372.17, Miscellaneous Adjustment: 0.00, and Unreconciled Difference: -53,135.09.

□ Use the following fields to begin the reconciliation process:

- In the **Vendor** field, select the credit card vendor (company).
- In the **Credit Card Code** field, select the applicable credit card code to retrieve all transactions that have been entered for that credit card.
- In the **Statement Balance** field, enter the credit card statement balance.
- Proceed to reconcile the credit card transactions. As charges or returns are selected, the balances and the check amount below are updated.

□ Click **Save as Pending** to save and then when finished, click **Reconcile**. During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the [Finance > Maintenance > Credit Card > Reconciliation](#) tab.

After you click **Reconcile**, a PA is created for the credit card vendor.

Credit Card Reconciliation Reports

- Cleared Returns/Payments and Cleared Charges
- Outstanding Returns/Payments and Outstanding Charges
- Outstanding/Cleared Returns/Payments and Outstanding/Cleared Charges

Print

Card Reconciliation, Month of March

Page: 1 of 1
File ID: C

Vendor Nbr: 91921 - CITIBANK
Accounting Period: All YTD + Current + Next

Credit Card Statement		System	
Previous Balance:	.00	System Balance:	+ -8,773.62
Cleared Returns:	.00	Outstanding Returns:	+ -86.03
Cleared Charges:	.00	Outstanding Charges:	+ .00
Cleared Check Payments:	.00	Outstanding Check Payments:	+ -58,647.61
Statement Balance:	.00	Statement Balance:	+ .00
		Miscellaneous Adjustment:	- .00
		Unreconciled Difference:	-53,135.09

PA Nbr	Check Amount
015711	9,274.57

End of Report

Expenditure:

199-00-2110-01-000-200000	Debit	
199-00-2110-00-000-200000		Credit